



Comprehensive Procurement Guideline Program

Instructions for Completing the Product Supplier Directory Form

The Comprehensive Procurement Guideline (CPG) Program is part of EPA's continuing effort to promote the use of materials recovered from solid waste. The CPG Program is authorized by Congress under section 6002 of the Resource Conservation and Recovery Act (RCRA). EPA is required to designate products that are or can be made with recovered materials, and to recommend practices for buying these products. Once a product is designated, procuring agencies are required to purchase it with the highest recovered material content level practicable. For further information on the program, go to: <http://www.epa.gov/epawaste/conserve/tools/cpg/index.htm>.

The CPG Product Supplier Directory is a searchable directory of manufacturers, distributors, and vendors who sell or distribute the product types designated by EPA (i.e., "suppliers"). Companies should use this form to add themselves to the directory as a supplier of one or more product types or to revise or delete existing information in the directory.

All suppliers identified in the directory have self-selected to be included without extensive EPA verification and have volunteered product specification information. Their inclusion in the directory is based solely on their claim that their product meets EPA's recovered materials content recommendations under the CPG Program.

Print or type on this form, then save the form to your computer and attach it to an email to RedDoor.Marlene@epa.gov or fax to (703) 308-1561.

STEP 1

Before completing this form, go to <http://www.epa.gov/epawaste/conserve/tools/cpg/products/index.htm> to view the list of CPG-designated product types and see if your company offers any of them. If it does, verify that your company's **particular product** meets the post-consumer and total recovered materials content percentages recommended for its product type. If so, complete and submit this form so EPA can list your company as a supplier of that product type in the directory.

STEP 2

At the top of the form, check the appropriate box to indicate your requested action. Then enter your company name, physical address, and company website. Under Contact Information, provide contact information for a person who can address public inquiries about your product(s). You may optionally provide a second contact person who is readily available to respond to EPA questions about this form. (**Note:** If you are submitting this form solely to update your company information discussed above, skip Steps 3 and 4.)

STEP 3 (Optional)

Enter your government schedule status by identifying your company's current contracts (i.e., by contract number)

through which a federal agency can purchase your product, if any. Indicate if your company is certified as a small business by the Small Business Administration. Lastly, please provide any relevant company information not otherwise requested on this form in "Supplier Notes."

STEP 4

The purpose of this step is to provide EPA with specific information that demonstrates how your company's product qualifies for listing in the CPG Supplier Directory.

In Block 1, enter the product type and, if applicable, subproduct type related to your request. Indicate the material(s) in your **particular product** and how much of each material is included as post-consumer content (by percentage) and how much as total recovered material content (by percentage), as applicable. You may specify a range of percentages if it varies. These percentages **must** meet EPA's recommended percentages for that product type. (**Note:** Information on your product's recovered material is not necessary if you are asking for deletion of your company's listing.) Finally, you may optionally provide a web page for your product and any product notes if you would like to provide information not otherwise requested.

Complete Block 2 for another requested action, if any. If more than two blocks are needed, please fill in another form.

SUBMISSION INFORMATION:

United States
Environmental Protection Agency
Washington, DC 20460
Comprehensive Procurement Guideline Program

OMB Control No. 2050-XXXX
Approval expires xx/xx/xx

By mail:
Office of Resource Conservation
and Recovery, CPG Program
Attn: Supplier Directory
MC: 5306P
1200 Pennsylvania Ave, NW
Washington, DC 20460

Email:
RedDoor.Marlene@epa.gov
Fax: (703) 308-1561.
Please send the form to the
attention of the Supplier
Directory.

"Supplier Notes" can be used to indicate company background or specializations, government designations (.e.g., woman-owned business), relevant licenses, etc.



STEP 2

*Indicate your
requested action here.*

*If your company is
already listed in the
CPG directory, please
enter your company
here as it appears in the
Directory.*

*Provide at least one
contact person. If you
have any secondary
contact information,
provide those details
under Alternate
Contact.*

STEP 3 (optional)

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Product
Supplier
Directory Form

Government Schedule Status	U.S. SBA Small Business? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supplier Notes (200 character maximum)	

Indicate your requested EPA action(s): ☐ To list a new product ☐ To revise your contact info ☐ To revise your current product ☐ To delete your current product

Supplier Company Name				Date of Submission	
Headquarters Street Address					
City	State	Zip	Country (if not US)	Company URL	
Primary Contact Name			Title		
Email	Phone		Fax		
<input type="checkbox"/> Address is the same as company headquarters. If not, please provide: Street Address					
City		State	Zip	Country (if not US)	
Alternate Contact Name			Title		
Email	Phone		Fax		



STEP 4

Enter the product type and subproduct type (if applicable) from EPA's list of CPG-designated products at

http://www.epa.gov/epa_waste/conservation/tools/cpg_products/index.htm.

Enter information on recovered material for your company's particular product.

Your product's recovered material content percentages must meet EPA's recommendations.

"Product Notes" can be used to indicate product names, available colors, limits on availability, etc.

If you represent two CPG-related products, you may enter both products on this sheet. For additional products, please fill in additional forms.

CPG-designated Product Type		Subproduct Type (if applicable) Block 1
Material 1 (mandatory)	Postconsumer Content (0-100%)	Total Recovered Material (0-100%)
Material 2 (if applicable)	Postconsumer Content (0-100%)	Total Recovered Material (0-100%)
Material 3 (if applicable)	Postconsumer Content (0-100%)	Total Recovered Material (0-100%)
Material 4 (if applicable)	Postconsumer Content (0-100%)	Total Recovered Material (0-100%)
Product URL		
Product Notes - Optional (200 character maximum)		

CPG-designated Product Type		Subproduct Type (if applicable) Block 2
Material 1 (mandatory)	Postconsumer Content (0-100%)	Total Recovered Material (0-100%)
Material 2 (if applicable)	Postconsumer Content (0-100%)	Total Recovered Material (0-100%)
Material 3 (if applicable)	Postconsumer Content (0-100%)	Total Recovered Material (0-100%)
Material 4 (if applicable)	Postconsumer Content (0-100%)	Total Recovered Material (0-100%)
Product URL		
Product Notes - Optional (200 character maximum)		



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Washington, DC 20460
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PAPERWORK REDUCTION ACT BURDEN STATEMENT

The public reporting and recordkeeping burden for this collection of information is estimated to average 1 hour and 15 minutes per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.